

ONLINE (E-STATEMENT) ENROLLMENT INSTRUCTIONS

Save trees, save time, save space. Sign up for Online Statements!

All online statements will be available via online banking. In order to access your statements, you will need to enroll in online banking (see Page 17 for instructions).

Activate online statements: When your statement is ready, you can then retrieve it within the online banking system. Simply login to online banking and select 'Documents' from the menu. Next, choose the appropriate account and the time frame. Select to view with or without images. Once selected, you will be asked to accept the terms and conditions of receiving online statements (see below). Follow these steps:

1. Review the terms and conditions
 2. Select "view test document" to verify you can access a PDF.
A separate window will appear as a PDF document. Close the window to return to the app.
 3. Select all accounts you wish to receive online statements for.
 4. Select "accept terms".
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